

TASK WORKSHEET

CLASS: SPECIAL AGENT, DEPARTMENT OF CORRECTIONS

NOTE: Each position within this classification may perform some or all of these tasks.

SPECIAL AGENT - SSU	
1.	Investigation of gang members for gang/criminal activity.
2.	Investigate pursue and apprehend escapees and parolees at large.
3.	Train CDC staff and outside law enforcement in gang intelligence, validation and debrief process.
4.	Conduct administrative officer involved shooting investigations to determine compliance with Use of Force Policy.
5.	Provide protective services and threat assessment for the personal safety of CDC employees and their families.
6.	Investigate high profile parolee cases involving major law violations.
7.	High-risk transports of inmates and parolees for their protection and the protection of others.
8.	Provide courtroom security in high profile trials involving CDC staff, inmates or parolees for the protection of the staff, inmates and others.
9.	Proficiency in the safe operation of emergency vehicles to protect the public.
10.	The ability to identify, validate, monitor and track gang affiliates.
11.	The ability to analyze trends and make recommendations regarding gang management.
SPECIAL AGENT, OIA	
12.	Conduct criminal investigations relative to officer involved shootings to determine compliance with the Penal Code.
13.	Conduct criminal Internal Affairs investigations regarding allegations of misconduct by CDC and contract employees.
14.	Conduct administrative Internal Affairs investigations regarding allegations of misconduct by CDC and contract employees.
15.	Have a working knowledge of personal computers.
16.	Prepare response to written correspondence.
SPECIAL AGENT – SSU AND OIA	
17.	The ability to interview and interrogate witnesses and suspects effectively in both criminal and administrative investigations.
18.	Provide testimony in State Personnel Board hearings, Board of Prison Terms hearings, civil and criminal court proceedings.
19.	The ability to write clear and concise reports.
20.	The ability to plan, execute and lead tactical operations.
21.	Proficiency in use of safety equipment.
22.	Conduct searches for evidence, contraband and officer safety.
23.	Ability to conduct complex, comprehensive, and timely investigations in order to thoroughly investigate alleged misconduct.

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24.	Develop, strategize and direct investigative plan to effectively investigate alleged misconduct.
25.	Conduct criminal investigations to effectively investigate alleged misconduct and violations of the law.
26.	Prepare criminal cases for referral to the District Attorney for possible prosecution.
27.	To conduct mobile and stationary surveillance to gather evidence and/or intelligence regarding alleged misconduct and violations of the law.
28.	The ability to act as a liaison with State, Federal and local law enforcement agencies.
29.	The ability to verbally communicate effectively.
30.	The ability and knowledge to identify, collect and preserve evidence in an investigation of alleged misconduct and violations of the law.
31.	Must possess the knowledge and ability to make lawful arrests.
32.	Must possess the knowledge and ability to enforce laws, codes, regulations, policies and procedures.
33.	The ability to work independently.
34.	The ability and knowledge to maintain and ensure confidentiality of records, documents, information, etc.
35.	The ability to establish and maintain professional conduct with others.
36.	Ability to maintain liaison with other law enforcement agencies.
37.	Proficiency in the tactical use of radio and communications equipment during the assigned duties.
38.	Report monthly statistical information to facilitate how the unit is managed.
39.	Cultivate informants to gather intelligence for investigations.
40.	Maintain qualifications in the use of and safe operations of weapons for the protection of staff, inmates/parolees and others.
41.	Drug interdiction and investigation to curtail narcotic trafficking within CDC.
42.	Train CDC staff and outside law enforcement in surveillance, officer safety, CDC investigative procedures, firearms, drug identification and overview of CDC.
43.	The ability to manage and prioritize a caseload to effectively meet time constraints.
44.	Knowledge of and compliance with the Peace Officer Bill of Rights (POBR) relative to employee investigations.
45.	The knowledge and ability to write and effectively execute arrest/search warrants.
46.	The ability to read comprehend and analyze written material to effectively investigate allegations of misconduct and violations of the law.
47.	The Knowledge and ability to participate as task force members in multi-jurisdictional investigations.